

RESOLUTION NO. 663

A RESOLUTION ADOPTING RULES GOVERNING USE OF THE COMMUNITY CENTER, JORDAN BRIDGE, CITY PARKS, AND OTHER CITY FACILITIES; ESTABLISHING CHARGES; AND REPEALING PREVIOUS RULES.

WHEREAS, the Stayton City Council desires to adopt revised rules and regulations governing the use of the Stayton Community Center, Jordan Bridge, and other community facilities;

WHEREAS, the Stayton City Council finds that it is in the best interests of the city to adopt rules governing the use of public facilities, fee schedules, and policies for fee waivers;

WHEREAS, the City of Stayton receives requests from citizens for administrative services related to facility use requiring the expenditure of personnel time and materials;

WHEREAS, the City needs to charge fees sufficient to recover the cost in personnel time and materials to render the services requested; and

WHEREAS, the City of Stayton deems it appropriate to repeal Resolution No. 551 and amendments set forth in Resolution No. 562, 589, 617, 641, and 644;

NOW, THEREFORE, BE IT RESOLVED by the Stayton City Council that the "Rules Governing Use of City of Stayton Facilities," attached hereto as Exhibit A, are hereby adopted; and

BE IT RESOLVED that:

SECTION 1. Resolution No. 551 and amendments set forth in Resolution No. 562, 589, 617, 641, and 644 are hereby repealed.

SECTION 2. "RULES FOR USE OF STAYTON FACILITIES" appended hereto, designated Exhibit "A" are hereby adopted.

ADOPTED BY THE STAYTON CITY COUNCIL this 7th day of August, 2000.

CITY OF STAYTON

Date: 9/8/00

By: Henry A. Porter  
Henry A. Porter, Mayor

Date: 9-11-2000

Attest: Chris Childs  
Chris Childs, City Administrator

APPROVED AS TO FORM;

David A. Rhoten  
David A. Rhoten, City Attorney

## RULES FOR USE OF CITY OF STAYTON FACILITIES

## 1. PERMITS

- a. A Facility Use Permit is required for exclusive private or public use of any City facility including the Community Center, the Jordan Bridge, tennis courts (scheduled events only), parks (scheduled events only), or other City facilities. Permits may be obtained at City Hall from the Community Center Coordinator who shall be designated by the City Administrator.
- b. A Pool Rental Agreement is required for reserved use of the swimming pool. This can be obtained from swimming pool staff.
- c. The City reserves the right to terminate any Facility Use Permit or Pool Rental Agreement at any time without cause.
- d. A Facility Use Permit is not transferable.
- e. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.

## 2. RULES

- a. As provided by Oregon Revised Statutes (ORS 433.850), smoking in the Community Center and Swimming Pool facilities is prohibited. A designated smoking area is provided outside each exit.
- b. Facility hours are indicated on the Facility Use Permit. If the facility is not vacated at the agreed upon time, additional rent, custodial and security time will be charged.
- c. Rent commences as soon as the facility is made available to the user. User must be aware that buildings such as the Community Center have multiple daily uses and at times only one hour is provided between uses. Therefore, hours must be scheduled in consecutive blocks of time which include time for set-up, the activity, and clean-up. For example, if the user has reserved the Community Center for a function on Saturday evening, but has requested access to the building Friday evening to set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the building is unavailable to other users, and Saturday evening until the building has been vacated.
- d. At NO TIME shall a facility or building be left unlocked or unattended.
- e. The facility will either be opened for the user, or a key will be issued to the authorized user. If the key is not returned to city hall within five (5) working days after the event, the user will be charged \$25.00 for each key not returned.
- f. Users are responsible for cleaning up all decorations and for removing garbage from City facilities. Tables at the Community Center shall be cleaned. Any items used from the City's inventory must be cleaned, put away or replaced if necessary.
- g. Decorations must NOT be attached to the walls or the ceiling of City buildings.
- h. A ladder is located in the custodial closet at the Community Center for user convenience. Climbing on any piece of furniture is prohibited.
- i. Community Center doors must remain closed at all times.
- j. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen. If noise exceeds reasonable sound limits, the City of Stayton and the Police Department reserve the right to immediately terminate the music and/or Facility Use Permit.

- k. Candles are permitted inside City facilities ONLY with express written approval on the Facility Use Permit.
  - l. **ALCOHOLIC BEVERAGES** are not permitted in the Community Center, City parks or in other City owned facilities pursuant to Stayton City Ordinance No. 717.
  - m. Inventory provided is for the user's convenience. The user is responsible for its reasonable use and safekeeping. Any items from the Community Center kitchen area or Pool office area must be cleaned and returned to their proper places.
  - n. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose are prohibited in any building and in the parking areas.
  - o. Use of birdseed is prohibited in any building, but may be used in the parking areas.
  - p. Facility rental(s) shall require a "walkthrough" with City staff both prior to the rental and after the rental is complete.
  - q. One portable restroom is required when attendance at any park rental event is expected to be over 300 people. (One additional portable restroom for every 300 people)
  - r. The City may require the user to provide combined single limit insurance coverage of \$500,000.00. If required by the City, the user must provide the City with a Certificate of Insurance naming the City of Stayton as an additional named insured.
3. **RESERVATIONS AND FEES**
- a. All fees must be paid in full 10 business days in advance of the date of use.
  - b. An additional fee of 25 percent will be charged to non-resident users.
  - c. Fees and deposits made for weekend use of the Community Center, Jordan Bridge, City parks, and other City buildings are non-refundable unless notice of cancellation is given 30 days prior to the reserved date. Refunds may also be given if the canceled date is rescheduled to another user.
  - d. Fees are charged for the hours for which the facility is scheduled. If the user vacates the facility before the scheduled time is up, no refund will be granted.
  - e. Fees and deposits made for weekday use of the community center may be refunded if notice of cancellation is given ten business days prior to the reserved date.
  - f. All fees are based on the fee rental schedule. If no fee is listed on the schedule, the City may establish a reasonable fee for use. Fee waivers may be granted by the City in special circumstances.
  - g. Community Center fees (rental of north side does not include kitchen privileges; cleaning fees are non-refundable):

USE	ENTIRE BUILDING	SOUTH END	NORTH END
CIVIC Rental Cleaning	\$17.25/hr \$61.00	\$12.30/hr \$42.75	\$ 8.60/hr \$24.50
PRIVATE Rental *Cleaning	\$ 22.20/hr \$183.00	\$17.25/hr \$61.00	\$12.30/hr \$30.55
COMMERCIAL Rental Cleaning	\$ 25.85/hr \$183.00	\$20.90/hr \$61.00	\$17.25/hr \$30.55

MEETINGS ONLY (no food or beverages served)			
**Civic	\$17.25/hr	\$12.30/hr	\$ 8.60/hr
**Private	\$22.20/hr	\$17.25/hr	\$12.30/hr
**Commercial	\$25.85/hr	\$20.90/hr	\$17.25/hr

h. A base cleaning fee of \$15.00 will be charged for meetings only if the group consists of 20 or more people. Users are responsible for set-up for their activity.

i. An additional \$75.00 cleaning deposit is required for private wedding receptions.

j. Parks Facilities:

i. Fees:

No fee for everyday individual or family use. No fee will be charged to Stayton Service Clubs/Civic Groups.

Group Picnics:	CIVIC	PRIVATE	COMMERCIAL
	\$15	\$30	\$50

Entire parks\* can be rented for \$500 per day plus a \$500 refundable deposit which will be returned providing no damage occurs and the park is clean upon inspection. Renter is responsible for any damage beyond the deposit. **(REFUNDABLE DEPOSITS WILL BE MAILED WITHIN 30 DAYS BY THE CITY)**

\* This includes any facilities that are featured at the park. Pioneer Park and Neitling Park are considered separate Parks. This excludes the use of the swimming pool. **(CONTACT SWIMMING POOL STAFF FOR RENTAL AND FEES)** Security may be required. (See "Security" Section 4)

k. Jordan Bridge Rental Fees:

i. \$80.00 base Rental fee for first three (3) hours  
 \$15.00/hr. Rental fee for each additional hour

ii. Key Deposit - \$100 cash only. Deposit is made at time of key pickup and refunded (in cash) when key is returned. Key(s) must be returned to City Hall no later than three (3) working days after the event.

iii. Reservations are secured with a deposit of 20% of the total rental amount.

l. Swimming Pool, Group Rental Fees: (Contact Swimming Pool Staff for rental application and applicable fees)

m. Fee Reductions and Waivers

i. All events sponsored or co-sponsored by the City of Stayton may use facilities (excluding the swimming pool) at no cost. No request for reservation of City facilities for City-sponsored activities shall receive preferential consideration for scheduling. Reservations shall be made on a first-come, first-served basis for all activities.

ii. Public agencies and non-profit organizations may submit requests to the City Administrator or Coordinator of the Community Center to obtain fee reductions or waivers. The City Administrator or designee will review all such requests and the

decision to approve or to deny the request will be based on the non-profit organization's ability to pay, the number of Stayton residents served, whether the facility is available, and the value of the service to the community. The City Administrator or designee may either approve or deny the request.

4. SECURITY: For the purposes of these rules of use for City of Stayton facilities.
- a. A minimum of two (2) security officers shall be required at dances, weddings, birthday parties, company parties, **(PARK RENTED EVENTS WITH EXPECTED ATTENDANCE OF 300 PERSONS OR MORE)** and any other event the City Administrator or designee deems security is in the best interest of all parties concerned. City and City co-sponsored events will not require security provided City staff are present at the event.
  - b. Security may be contracted from a private licensed/bonded firm as approved by the Stayton Police Department or, security may be obtained by hiring any combination as listed; two (2) off duty police officers; an off duty police officer and a police reserve or police cadet; two police reserves; or a police reserve and a police cadet.
  - c. Requested event times shall be submitted in writing to the City Administrator or Community Center Coordinator with the appropriate remittance. Event times shall not exceed those hours listed in Section 6, Hours.
  - d. Remuneration shall be as follows:
    - i. Private licensed/bonded security firms shall be paid directly as established between the renter and the security firm. **(A COPY OF THE SECURITY CONTRACT SHALL BE SUBMITTED TO THE COORDINATOR 10 BUSINESS DAYS PRIOR TO THE EVENT)**
    - ii. Police personnel shall be paid a minimum of three (3) hours at the following rates:
      - 1. Police officers \$20.00/hr.
      - 2. Police reserves & police cadets \$15.00/hr.
      - 3. Payment shall be paid to the Community Center Coordinator or designee a minimum of ten (10) business days prior to the event.
      - 4. Payment shall be in the form of cash, money order or cashier's check payable to the individual Officer(s), Reserve(s) or Cadet. If you choose to use City security, the City Administrator or designee will coordinate with the Stayton Police Department to schedule your security.

5 HOURS

- a. Parks are generally available for rental on a first come first serve basis between the hours of 8:00 a.m. and 10:00 p.m. every day of the week..
- b. Jordan Bridge is generally available for rental on a first come first serve basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- c. Community Center is generally available for rental on a first come first serve basis:
  - Sunday - Thursday: 8 am-10 pm
  - Friday and Saturday 8 am-12 am

6. DEFINITIONS: For the purposes of these rules of use for City of Stayton facilities.
  - a. "Civic" groups include non-profit service organizations which do not restrict membership and that do not charge fees other than membership dues. County, State, U.S. Government (for uses other than public meetings) are included in this group;
  - b. "Private" groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.;
  - c. "Commercial" groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group.
7. INSURANCE: The City may require the user to maintain General Liability Insurance Coverage (\$500,000). If required by the City, the user must provide the City with a Certificate of Insurance naming the City of Stayton as an additional "Named Insured."

RENTAL FEE: \$ \_\_\_\_\_  
CLEANING FEE/DEPOSIT: \$ \_\_\_\_\_

NOTE: Users are responsible to comply with provisions of the attached "Rules and Regulations for Use of City of Stayton Facilities."

CITY OF STAYTON FACILITY USE PERMIT

Applicant: \_\_\_\_\_  
Person in Charge: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_  
Hours: Set-up \_\_\_\_\_ m. to \_\_\_\_\_ m. Event \_\_\_\_\_ m. to \_\_\_\_\_ m.  
NOTE: Hours from set-up through clean-up must be consecutive hours  
Type of Event: \_\_\_\_\_ Activity will be: Weekly; Monthly.  
Will there be a band? Yes; No. Certificate of Insurance (attach to Permit): Yes No  
Facility to be Used: ( ) Community Center: Entire Hall; North End only; South End only;  
Foyer ( ) Jordan Bridge; ( ) Park(s) Other \_\_\_\_\_

MATERIALS AND EQUIPMENT AVAILABLE FOR COMMUNITY CENTER RENTERS' USE IF NEEDED:

- |   |                            |                                  |
|---|----------------------------|----------------------------------|
| 12' Tables (12 available)                 | 10" Plates (180 available) | 100-cup Coffee Pot (1 available) |
| 8' Tables ( 9 available)                  | 6" Plates (142 available)  | 55-cup Coffee Pot (4 available)  |
| Coffee Cups (170 available)               |                            | Punchbowl and Ladle              |
| Silverware (250 place settings available) |                            |                                  |
| Chairs (270 available)                    | Podium/Microphone Setup    | Overhead Projector               |

Other: \_\_\_\_\_

\* \* \* \* \*

I hereby apply for a City of Stayton Facility Use Permit. I have read, I understand and agree to comply with all rules and regulations set forth by the City of Stayton. I further pledge that I am of legal age and will be responsible for the care of the facility during its use. Further, I will be responsible for the repair of damage to equipment or the facility should any occur and for the replacement of any inventory or equipment lost or damaged during use of the facility for the activity for which I have accepted responsibility. I further understand that this permit is revokable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice.

I hereby agree to reimburse and hold the City of Stayton harmless from any and all liability, claims, causes, actions, suits, loss, damage, or expense of any kind or description which may be claimed against or incurred by the agents or invites and shall indemnify the City of Stayton against and hold the City of Stayton harmless from same, including attorney fees which may arise out of or be connected with or result from the use of the City's facility during the period of reservation.

I further agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Authorized Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Approved by City of Stayton \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE: CITY USE ONLY

Damage Noted: \_\_\_\_\_  
Deposit Amount: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initial \_\_\_\_\_  
Rental Amount: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initial \_\_\_\_\_  
Security Fee: \$ \_\_\_\_\_ Security Assigned \_\_\_\_\_

Certificate of Insurance Attached: \_\_\_\_\_

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request will be based on the non-profit organization's ability to pay, the number of Stayton residents served, whether the facility is available, and the value of the service to the community. The City Administrator or designee may either approve or deny the request.

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5 HOURS

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- b. Jordan Bridge is generally available for rental on a first come first serve basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- c. Community Center is generally available for rental on a first come first serve basis:

Sunday - Thursday:	8 am-10 pm
Friday and Saturday	8 am-12 am

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